

**SOUTH CAROLINA  
DEPARTMENT OF REVENUE**

**ELECTRONIC FILING  
of  
SALES, USE, ACCOMMODATIONS,  
LOCAL OPTION,  
AND SPECIAL LOCAL TAXES**

**EDI TAXPAYER  
PROGRAM GUIDE**

**August 2014**

**PLEASE FEEL FREE TO COPY AND DISTRIBUTE  
THIS GUIDE TO ALL APPROPRIATE PERSONNEL**

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## REGISTRATION APPLICATION

<http://www.sctax.org/NR/rdonlyres/A7480D36-0290-476C-9A0C-4957407AD977/0/D137.pdf>

# INTRODUCTION

The South Carolina Department of Revenue has designed an electronic filing program (EFT/EDI) for the transmission of your payment and filing of your tax return information for **sales, use, accommodations, local option, and special local taxes.**

Electronic payments can be made by using the ACH (Automated Clearing House) debit or credit method.

**Advantages of participating in EFT/EDI include:**

- **Eliminates paperwork, no more paper returns and checks.**
- **Reduces return error potential due to no rekeying; no manual intervention.**
- **Accurate timing of payment from your bank account.**
- **Comprehensive audit trail for both the return and the payment**

## PROGRAM REQUIREMENTS

You may already have tax preparation and/or filing software with one of our authorized vendors. Enclosed is a list of South Carolina vendors. They can provide you with specific information about their products and system requirements.

If you wish to write your own software or prepare your return from an EDI translator or other program used in your organization, call the Help Desk to request the “Implementation Guide for Software Developers”.

# **CONTACT PERSONNEL**

## **SCDOR HELP DESK**

TOLL FREE	1-800-476-0311
COLUMBIA DIALING AREA	1-803-896-1715
FAX NUMBER	1-803-896-1779

All correspondence should be sent to the following address unless specifically instructed otherwise:

South Carolina Department of Revenue  
EFT/EDI Help Desk  
Columbia, SC 29214-0016

## **ADDITIONAL HELP**

Software Vendor (813 / 997 questions)

Call your software vendor

BSWA (EDI structure / file receipt questions)

1- 281-342-2646

# PROGRAM PARTICIPATION

Taxpayers who file sales, use, accommodations, local option, and/or special local taxes may participate in this program. Those paying \$15,000 or more per month are mandated to file and pay electronically.

If you file all or a combination of the above mentioned taxes and you decide to file and pay one tax through EFT/EDI, you must file and pay all of these taxes through EFT/EDI. For example, you cannot file and pay sales through the program and file and pay local option through a conventional process.

**Be aware you must file both the return and the payment electronically; you cannot choose to do one part electronically and the other in a conventional method.**

## WITHDRAWAL FROM EFT/EDI PROGRAM

If you voluntarily begin filing/paying your sales, use, accommodations, local option and special local taxes through EFT/EDI and you find that this method does not meet your needs, you may look into other electronic methods provided by SC Department of Revenue prior to returning to conventional paper filing.

If you are mandated, you cannot withdraw from the program without permission from the Department of Revenue. **If your company has been mandated by SCDOR to participate in electronic filing method, you may view our website at [www.sctax.org](http://www.sctax.org) for the electronic options available. If you choose to use EFT/EDI, and your company does not have the necessary computer equipment or would encounter a hardship in implementing this new program, please write to us and explain the nature of the hardship. If you ask for your company to be withdrawn from this program, your reasons will be reviewed and you will be notified, in writing, whether or not your company can be withdrawn.**

## REGISTRATION

The Registration Application, form D-137 is intended to register you for the program. To register, please complete the application and return it to the address shown at the bottom of the D-137 or fax it to (803) 896-1779. Please remember to **sign both the EFT and EDI portions** of the application. To obtain the D-137, please click on the link in the Table of Contents at the beginning of this guide.

NOTE: To obtain a new sales tax license, please visit our SC BOS (South Carolina Business One Stop) online to register your new location. The SC BOS link can be found on our SCDOR website at [www.sctax.org](http://www.sctax.org).

# PAYMENT OPTIONS

There are two primary payment options: debit and credit.

## ACH CREDIT

As of October 7, 2014, SCDOR will begin accepting ACH credit payments in the CCD+ format in addition to the current processing of the CCD format.

This option allows you to initiate ACH transfers using the Cash Concentration and Disbursement Plus (CCD+) format. If this method is selected, you are responsible for initiating the electronic payment with your financial institution by 12:00 AM (midnight) on or before the due date so that funds deposit in the Department of Revenue bank account on or before two banking days after your due date. This must be arranged directly with your financial institution.

**To initiate an ACH Credit, you must be set up to do so with your bank. If you wish to pursue this option, we recommend you contact your bank first to determine what ACH origination services they offer and costs. Your bank may also provide information regarding their cut off times and warehousing capabilities. You may be able to generate your payment well in advance of the due date.**

**REMEMBER: ACH CREDITS ARE NOT THE SAME AS FEDWIRES.**

The cost of this payment transaction is charged to you.

If you select this method, the Department of Revenue will provide, upon receipt of your application, the State's bank account number and ABA (American Bank Association) Routing/Transit Number to initiate an ACH Credit. **If you are already using EFT to pay other taxes with South Carolina, do not use the bank account number you were given for EFT transactions.**

**See the following pages for the CCD+ record format and explanation of the data element.**

## **SPECIAL INSTRUCTIONS FOR ACH CREDIT TRANSACTIONS**

### **GIVE TO YOUR TREASURY PERSONNEL WHO INITIATE CREDITS.**

For ACH credit transactions you will use the CCD+ (Cash Concentration Disbursement Plus) record format, that is standard for most state tax payments. The current CCD format can still be used for sales tax ACH payments in addition to CCD+. All taxpayers submitting the CCD+ transactions must verify that the proper information is contained in the 7 record (addenda). The CCD+ format and description is below to verify that your information is formatted correctly. Particular attention should be given to the Taxpayer ID field which should contain 040 prior to the 7 digit SID number for the taxpayer. The Sales Tax – Tax Type to be used should be 14701. The change to accept this format will be implemented October 7, 2014, but changes to the 7 record can be made immediately. Taxpayers currently using the CCD format are not impacted by this change.

CCD+ record format and explanation of the data elements:

7 Record Addenda Example:

705TXP\*0401234567\*14701\*130731\*T\*100\*P\*0\*I\*0\

Description of Fields:

705TXP\*Taxpayer ID\*Tax Type\* Period end date (YYMMDD)\*T-tax\*amt\*P-penalty\*amt\*I-interest\*amt\

The SID must also be included in the proper field in your “813” electronic return. The use of the number in your credit payment transaction and in your “813” return transaction will allow us to match your payment with your return.

When you receive the instructions containing our bank account information, you will also be reminded of your SID. (Please verify it against your records.)

If you have any problem identifying the number, call the Help Desk.

**PLEASE CONTACT YOUR FINANCIAL INSTITUTION NOW WITH THESE SPECIAL INSTRUCTIONS. THEY MAY HAVE TO MAKE A CHANGE TO YOUR ACH ORIGINATING SOFTWARE TO ALLOW YOU TO CORRECTLY GENERATE YOUR ACH CREDIT.**

## **ACH DEBIT**

Under this option, you authorize the State of South Carolina to electronically transfer tax payments from your depository into the State's account. Initiation of the transaction occurs through the entry of your bank account information to the computer software used to prepare your tax return for transmission to the VAN. The bank account information includes your ABA (American Bank Association) Routing/Transit Number and your bank account number. Please contact your financial institution to verify your ABA Routing/Transit Number for electronic funds transfer purposes.

The cost of the ACH Debit payment transaction is charged to the State.

When you transmit your tax return electronically to the VAN, you also transmit your authorization for the Department to debit your bank account for the amount and on the date you specify. An ACH Debit payment transaction can be “warehoused” or stored for up to 45 days.

To avoid penalty and interest charges for late payment, you must transmit your tax return/payment authorization to the VAN on or before the due date.

Should you select the ACH debit method of payment, additional information will be mailed to you when you are approved to submit test.

## **FEDWIRES**

**Fedwires are for emergency use only, when an ACH Credit cannot be sent by you or your financial institution.**

To avoid possible penalty/interest charges for late payments, do not use fedwires without preapproval by the Department of Revenue.

<p><b>FEDWIRES ARE FOR EMERGENCIES ONLY!!! THEY MUST BE PREAPPROVED.</b></p>
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# **CHANGES**

## **CHANGING PAYMENT METHODS**

You may change the method of payment from ACH debit to ACH credit, or vice versa. Before doing so, please call the EFT/EDI Help Desk for instructions.

## **CHANGING FINANCIAL INSTITUTIONS**

### **ACH Credit**

Conduct a prenote at least ten (10) days prior to the next tax due date. If you encounter a problem, call the EFT/EDI Help Desk for assistance.

### **ACH Debit**

Conduct a test with our VAN choosing the prenote option. (Check your "813" software for the proper way to do this.) Use the ABA (American Bank Association) Routing/Transit Number and bank account number for the new financial institution. You do not have to send any test return when you send a prenote due to a change in financial institution.

Please allow ten (10) days from the time you transmit your test for the prenote to be processed. If you have questions, call the EFT/EDI Help Desk for assistance.

# **DUE DATES**

Involvement in the electronic filing program does not change the due date for your tax return/payment.

To ensure timely filing and payment, you must initiate your electronic transmission to the VAN on or before the due date.

## **PENALTIES AND INTEREST**

Failure to timely make electronic payments/returns will subject you to penalty and interest as prescribed by law. The postmark date is the date of receipt of the electronic transmission by the VAN. You will receive a "997" acknowledgement to confirm this receipt. The payment date is the settlement/deposit date of funds in the State's bank account.

# INSTRUCTIONS FOR TESTING

The Department requires you conduct a test of the electronic return prior to participation in the program and recommends it whenever there is a major revision of your software or our program. A test (prenote) of the electronic payment is highly recommended initially and if you make a change to your financial institution.

To test before you initiate a production transmission of your first return/payment, **call us** and then take the following steps:

## IF YOUR METHOD OF PAYMENT IS ACH DEBIT

- \* Indicate your transmission is a test.
- \* Choose the prenote option.
- \* Complete the detail return portion with test data (preferably use the last return you sent us by paper or diskette).
- \* Transmit to the VAN as a test file.

The VAN will generate a debit prenote and send the transmission to the Department. We will notify you of the return/prenote test results within 10 days.

## IF YOUR METHOD OF PAYMENT IS ACH CREDIT

- \* Indicate your transmission is a test.
- \* Complete the detail return portion with test data (preferably use the last return you sent us by paper or diskette).
- \* Transmit to the VAN as a test file.
- \* Conduct an ACH Credit prenote transaction with your financial institution. If there is a problem, your financial institution will notify you (usually within 10 days of the origination of the prenote).

The Department will notify you of the test results of the electronic return within 10 days.

**REMEMBER TO DOWNLOAD YOUR "997" ACKNOWLEDGEMENT FOR VERIFICATION OF THE ACCEPTANCE OF YOUR RETURN.**

# INSTRUCTIONS FOR PRODUCTION

After keying your return to the translation software or downloading from a tax preparation package, be certain the following is in order before transmitting your production return:

- \* Your return is keyed in as whole dollars.
- \* You have noted this is a production return.
- \* If you are using ACH Debit, be sure you have recorded your payment information before transmitting.

If you are using ACH Credit, notify your financial institution of your payment order. The credit should be sent by 12:00 AM (midnight) on or before the due date so that funds deposit in the Department of Revenue bank account on or before two banking days after your due date.

**Remember, once you send your transmission, it cannot be recalled.**

**DOWNLOAD YOUR “997” ACKNOWLEDGEMENT FOR  
VERIFICATION OF THE ACCEPTANCE OF YOUR RETURN.**

## 997 ACKNOWLEDGEMENT

Whether you are testing your return for the first time, retesting because of a major change in your software or sending a production return, **it is essential you always download your “997” acknowledgement.**

When you first transmit your return, you receive notification your return has been received by the VAN. This is not the actual acceptance of your return.

Each day your return is pulled for initial editing. The “997” acknowledgement reflects whether your return passed the initial edits and can be read by the VAN. If your return is acceptable, the VAN will send you a “997” with no error codes and will postmark the receipt of your return. Please make sure that your filing is sent in the correct format, if the translator cannot read the filing it cannot create an acknowledgement or a reject. If your return can be processed but has translator errors, your software vendor will be notified of the errors and will contact you.

Your “997” acknowledgement should be in your mailbox within 24 hours of the return being pulled for processing. (Please note that this is on a regular business day, if it is a Holiday or weekend, it will be the next business day). **If your “997” is not in your mailbox within the 24 hour timeframe, call BSWA (the VAN) at 1-281-342-2646. Do not resend your transmission.**

# EFT/EDI TRANSMISSION QUESTIONS

## WHAT MUST I DO IF I HAVE A PROBLEM INITIATING AN ACH CREDIT?

If you experience a problem with payments being made through the ACH credit method, call the EFT/EDI Help Desk. You will be given instructions to follow for making your payment. **DO NOT SEND A FEDWIRE WITHOUT PREAPPROVAL.**

## WHAT MUST BE DONE IF A "0" AMOUNT IS DUE?

You must still send a return transmission. Do not authorize a debit transaction or initiate a credit transaction.

## CAN ONE "813" ELECTRONIC TRANSMISSION AND ONE PAYMENT TRANSACTION BE MADE FOR MULTIPLE LOCATIONS?

Yes, if you are preparing returns for more than one location under the same SID number, you can make an ACH credit/debit from one bank account, please call the EFT/EDI Help Desk for instructions. You should verify this capability with your software vendor.

## HOW CAN I RECOVER FUNDS ERRONEOUSLY TRANSMITTED?

If you have sent an ACH Credit, you may be able to reverse the payment. Check with your financial institution for instructions. If a reversal is not possible or if you use ACH Debit, call the EFT/EDI Help Desk to get instructions for requesting a refund. Refunds will **not** be made electronically through the ACH.

## HOW DO I CORRECT FILING AND/OR PAYMENT ERRORS?

You must file an "amended" paper return to correct filing errors. Use a blank return form, write "AMENDED RETURN" at the top and complete the return as it should be. If the amended return results in an overpayment, include evidence to support the changes or error. Overpayments will be refunded to the taxpayer. The Department will send an assessment notice for underpayments. Do not send amended returns through this program.

## **CAN A TRANSACTION BE CANCELLED AFTER IT IS TRANSMITTED TO THE VAN?**

No.

## **WHAT SHOULD I DO IF TRANSMISSION PROBLEMS ARE ENCOUNTERED?**

The VAN provides Help Desk assistance 8:00 am to 4:00 pm central time to assist you if you encounter communication difficulties. If these problems prevent you from filing your return on time, call the EFT/EDI Help Desk. Both numbers are listed under "Contact Personnel".

## **WHAT SHOULD I DO IF I OPEN ADDITIONAL BUSINESS LOCATIONS AFTER I START FILING THROUGH THE EFT/EDI PROGRAM?**

If you are planning to open a location requiring a new retail license, apply for the license through normal Department channels. If you have not been issued a retail license number before you file taxes for the new location, you will need to file that location by sending in a paper form. Call the EFT/EDI Help Desk if you have questions.

## **WHO PAYS FOR THE COST OF THE TRANSMISSION OF THE RETURN AND THE ACH DEBIT?**

The Department pays all transmission and ACH Debit charges at this time.

## **IS WAREHOUSING OF THE RETURN AVAILABLE?**

Yes. Credit returns can be warehoused up to 20 calendar days. Debit returns and payments can be warehoused up to 45 calendar days.

# WEEKENDS AND HOLIDAYS

If a return/payment due date falls on a holiday or weekend, the tax return/payment must be made prior to 12:00 AM (midnight) (EST) on or before the first business day following the weekend or holiday. Timely returns/payments are based on the date of receipt of the electronic return/payment by the VAN.

See the holiday schedule below to determine when you must initiate an ACH transaction for timely settlement on a tax due date.

## HOLIDAY SCHEDULE

New Year's Day * +	January 1
Martin L. King Day * +	Third Monday in January
George Washington's Birthday (President's Day) * +	Third Monday in February
Confederate Memorial Day +	May 10
Memorial Day * +	Last Monday in May
Independence Day * +	July 4
Labor Day * +	First Monday in September
Columbus Day *	Second Monday in October
Veteran's Day * +	November 11
Thanksgiving Day * +	Fourth Thursday in November
Day After Thanksgiving +	Friday following Thanksgiving Day
Christmas Eve +	December 24
Christmas Day * +	December 25
Day After Christmas +	December 26

\* Federal Reserve Bank Holiday - If a Federal Reserve holiday falls on a Department due date, the due date moves to the next business day regardless of whether the Department was open on the Reserve holiday or not.

+ Department of Revenue Holiday - When a legal holiday falls on a Sunday, it will be observed on the following Monday. When a legal holiday falls on a Saturday, it will be observed on the preceding Friday.

**SOUTH CAROLINA DEPARTMENT OF REVENUE  
EFT/EDI HELP DESK  
LIST OF PARTICIPATING VENDORS**

<b>SOFTWARE VENDORS NAME/ADDRESS</b>	<b>CONTACT PERSON</b>	<b>TELEPHONE FAX NUMBER</b>	<b>E-MAIL ADDRESS</b>
Avalara PO Box 84327 Baton Rouge LA 70884	Demarcus A. Wells	PH 877-222-0187 ext. 721 Fax 877-588-7743	www.trustfile.com support@trustfile.com
Vertex Inc 1401 Old Cassatt Road Berwyn PA 19312	Rick Engstrom	PH 1-484-595-6077 Fax 1-610-640-0214	www.vertexinc.com rick.engstrom@vertexinc.com
CORPTAX, LLC 21550 Oxnard St Ste 1100 Woodland Hills CA 91367-7106	Dale Deobler	PH 1-818-316-2471 Fax 1-847-236-8011	www.corptax.com ddeobler@corptax.com
Thomson Reuters 2395 Midway Rd M/S 515 Carrollton TX 75006	Jeff Cohen	PH 1-678-718-1111 Fax 1-770-956-0700	jeff.cohen@thomson.com
ADP Taxware 401 Edgewater Place, Suite 260 Wakefield, MA 01880-6210	Kelly LeBlanc	PH 1-877-829-9273 Fax 1-781-557-2606	salestaxware@taxware.com

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9111 E Douglas Ste. 200  
Wichita KS 67207

Russell Stultz

PH 1-866-513-2677

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[www.salestax.com](http://www.salestax.com)

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PO Box 3089  
Greenwood Village CO 80155-3089  
~~ Accommodations Tax Only

PH 1-303-220-0183

[memberservices@hotspottax.com](mailto:memberservices@hotspottax.com)